

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

(G.O. Ms. No. 115/DP&AR/CCUI, Puducherry, dated 28th November 2016)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F.5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the notification issued in G.O. Ms. No. 74/DP&AR/CC, dated 14th December 2010 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and published as a Supplement to the Gazette No. 50, dated 14th December 2010, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor of Puducherry, hereby makes the following rules, regulating the method of recruitment to the Group 'C' post of Lower Division Clerk in the Government of Puducherry, namely :—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry (Lower Division Clerk) Recruitment Rules, 2016.

(ii) They shall come into force on and from the date of their publication in the Official Gazette.

2. *Number of post, its classification and level in the Pay Matrix.*— The number of the said post, its classifications and level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxation in upper age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

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| 1. Name of the post | : Lower Division Clerk |
| 2. Number of posts | : 434 (Four hundred and thirty-four) [2016] Subject to variation dependent on work-load. |
| 3. Classification | : General Central Service–Group 'C' (Non-Gazetted)– Ministerial. |
| 4. Level in the Pay Matrix | : Level – 2 in the Pay Matrix (Pre-revised Pay Band – 1 ₹ 5,200-20,200 + Grade Pay ₹ 1,900). |
| 5. Whether selection post or non-selection post | : Non-selection. |
| 6. Age-limit for direct recruits | : Between 18 and 30 years of age [Relaxable for Government servants including Multitasking Staff (Security/Housekeeping/ General] up to 40 years in accordance with the instructions or orders issued by the Central Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made]. |
| | <p><i>Note :</i> (1) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.</p> <p><i>Note :</i> (2) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date of receipt of application.</p> |
| 7. Educational and other qualifications required for direct recruits. | : (a) A pass in H.S.C. (12th Class) or equivalent from a recognised Board or University.
(b) A pass in Typewriting Lower Grade examination in English or Tamil or Malayalam or Telugu, conducted by Government/Board of Technical Education. |

(or)

A typing speed of 35 w.p.m. in English or 30 w.p.m. in Tamil/Malayalam/Telugu on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

Note : Candidates who have passed the written examination shall also pass the typing speed test on computer for final selection for appointment to the post. However, those who have passed the Typewriting Lower Grade examination in English/Tamil/Malayalam/Telugu, conducted by Government/ Board of Technical Education need not undergo the typing speed test.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : *Educational Qualifications:* S.S.L.C. (10th class pass) or equivalent.
Age-limit : No
9. Period of probation, if any : Two years (for direct recruits only).
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods. : (i) 60% by direct recruitment through competitive examination conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry;
(ii) 40% by promotion, failing which by direct recruitment.

Note : (1) The candidates selected through direct recruitment shall have to undergo Capsule Training including Office Automation to be conducted by the Government of Puducherry. The training will be conducted in English and the progress of training will be assessed through tests. If, it is found that the performance of the trainees in these tests is non-satisfactory and if, any trainee is unable to imbibe the training, suitable action including his/her discharge from the service will be taken under the rules.

Note : (2) Direct recruits shall have to pass the prescribed departmental tests within the period of probation.

Note : (3) The promotees shall have to pass the prescribed departmental tests within 2 years from the date of promotion.

11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/ absorption is to be made. : **Promotion by non-selection method:—**
Multitasking Staff (General), Multitasking Staff (Security) and Multitasking Staff (Housekeeping) who have completed 3 years service in the respective grade after appointment thereto on regular basis and possess S.S.L.C. (10th class pass) or equivalent.

Note : The promotees appointed to the post by non-selection method should pass the Typewriting examination (Lower Grade) in English or Tamil or Malayalam or Telugu, conducted by Government/Board of Technical Education or should pass the typing speed test on computer, conducted by Puducherry Administration within 2 years from the date of promotion.

12. If, a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee :—*
- (1) Secretary to Government, .. Chairman
In-charge of Department of Personnel.
 - (2) Joint/Deputy/Under Secretary .. Member
Department of Personnel and
Administrative Reforms.
 - (3) Joint/Deputy/Under Secretary .. Member
(Finance).
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable.

(By order of the Lieutenant-Governor)

M. KANNAN,
Under Secretary to Government.